EHRP Alert #1 - Changes to EHRP Website and Job Aids

The EHRP website and job aids have been updated as follows:

➢ **As part of the overall new design of the NBRSS website, the EHRP pages now have a new look. The site still contains EHRP training information, job aids, security authorization information, etc., but as a result of the new design, the URL for the site has been changed to: http://nbrss.nih.gov/EHRP.html.**

➢ **The New Hire and Moving Employees from Another DHHS Operating Division to NIH job aids have been modified. The language indicating Administrative and Management staff should not use the Recruit Workflow function has been removed and replaced with information describing the role of Administrative/Management staff in processing these actions. These job aids can be found at: http://nbrss.nih.gov/training.html.**

➢ **To assist Administrative and Management staff in using EHRP to create personnel action requests and recruit requisitions, job aids which describe these processes have been added to the website. These job aids all include "...for Admin Management" in their titles and can be found at: http://nbrss.nih.gov/training.html.**

➢ **A Printing SF 50's and 52's job aid has been added to the website at: http://nbrss.nih.gov/training.html**

➢ **IMPORTANT NOTE:** EHRP job aids outline the steps NIH users should follow in processing specific actions in EHRP. Please remember the importance of using these job aids when processing actions to ensure they are processed correctly.
Need Help?

Contact TASC by any of the following methods:

    Phone: 6-EHRP (301 496-3477)
    Email: TASC@nih.gov
    Website: http://support.cit.nih.gov/

Need more information about EHRP?
Visit the NBRSS EHRP website at: http://nbrss.nih.gov/ehrp.html